

STND-20090420B

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STATEWIDE TECHNICAL STANDARD

# Online Electronic Payment Processing

*Draft*

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*Office of the Chief Information Officer*

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*<Date Published>*



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Governor

**State of Montana**

DEPARTMENT OF ADMINISTRATION

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## **DRAFT STATEWIDE TECHNICAL STANDARD: ONLINE ELECTRONIC PAYMENT PROCESSING**

**EFFECTIVE DATE: SEPTEMBER 1, 2009**

**APPROVED: <DATE APPROVED>**

### **I. Purpose**

This **Online Electronic Payment Processing Technical Standard** (Technical Standard) establishes the specifications and requirements for the single portal point-of-entry for all online electronic payment processing.

### **II. Authority**

The Montana Information Technology Act requires that the Department of Administration (DOA) carry out the planning and program responsibilities for information technology for state government, except the National Guard. [§2-17-512\(1\), MCA](#). DOA shall promote, coordinate, and approve the development and sharing of shared information technology application software, management systems, and information that provide similar functions for multiple state agencies. [§2-17-512\(1\)\(b\), MCA](#); DOA shall establish and enforce statewide information technology policies and standards. [§2-17-512\(1\)\(e\), MCA](#).

DOA is responsible for providing centralized management and coordination of state policies for security of data and information technology resources. [§2-17-534, MCA](#).

### **III. Applicability**

This Standard applies to all state agencies as defined in [§2-17-506\(8\), MCA](#) and other entities using the state's SummitNet network to provide online electronic payment processing services, unless granted exception as provided in [§2-17-515, MCA](#). The state university system and national guard are exempted from this Standard by [§2-17-516, MCA](#).

### **IV. Scope**

This Technical Standard supercedes the Interim Approved Product: State Payment Portal. This Technical Standard encompasses all online electronic payment processing services and information systems for which agencies have administrative responsibility, including systems managed or hosted by third-parties on agencies' behalf.

This Technical Standard may conflict with other information system standards currently in effect. Where conflicts exist, the more restrictive instrument governs. Future policies or

standards will specifically identify and retire any superseded portions of current policies or standards.

## **V. Requirements and Specifications**

The requirements and specifications for this standard are set forth in the Payment Card Industry (PCI) Data Security Standard, developed by the PCI Security Standards Council (<https://www.pcisecuritystandards.org/>). PCI is a national association of credit card companies, and the Security Standards Council is their governing body. The standard includes requirements for security management, policies, procedures, network architecture, software design and other critical protective measures. For the privilege of accepting credit card payments, state agencies must follow the PCI requirements set forth by the credit card industry. This standard sets forth the auditing requirements of any approved software products. The standard is located at: [https://www.pcisecuritystandards.org/pdfs/pci\\_dss\\_v1-1.pdf](https://www.pcisecuritystandards.org/pdfs/pci_dss_v1-1.pdf).

See Appendix A for a list of approved software products that comply with this standard.

## **VI. Compliance**

Agencies shall comply with this Standard by adhering to the requirements and specifications listed in section V.

## **VII. Enforcement**

Under [§2-17-511, MCA](#), the Chief Information Officer will assist and advise the director of the Department of Administration on the enforcement responsibilities provided in [§2-17-514, MCA](#).

## **VIII. Change Control and Exceptions**

The [Procedure for Establishing and Implementing Statewide Information Technology Policies and Standards](#) governs changes or exceptions to this Standard. An agency shall submit an [Action Request](#) form (at [http://itsd.mt.gov/content/policy/policies/administration/action\\_request.doc](http://itsd.mt.gov/content/policy/policies/administration/action_request.doc)) to request a change or review. An agency shall submit an [Exception Request](#) form (at [http://itsd.mt.gov/content/policy/policies/administration/exception\\_request.doc](http://itsd.mt.gov/content/policy/policies/administration/exception_request.doc)) to request an exception. The State CIO will prioritize and act upon changes to policies and standards based on impact and need.

## **IX. Closing**

Direct questions or comments about this Technical Standard to the Information Technology Services Division Administrator at [ITSD Service Desk](mailto:ITSD.Service.Desk@mt.gov) (at <http://servicedesk.mt.gov/ess.do>), or:

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## **X. References**

### **A. Legislation**

- [§2-17-506, MCA](#) Definitions.
- [§2-17-511, MCA](#) Chief Information Officer – duties.
- [§2-17-512, MCA](#) Powers and Duties of Department.
- [§2-17-514, MCA](#) Department – enforcement responsibilities.
- [§2-17-515, MCA](#) Granting exceptions to state agencies.
- [§2-17-516, MCA](#) Exemptions.
- [§2-17-534, MCA](#) Security responsibilities of Department.

### **B. Policies, Directives, Regulations, Rules, Procedures, Memoranda**

- [MOM 3-0130 Discipline](#)

### **C. Standards, Guidelines**

## **XI. Administrative Use**

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Disposition Instructions: For the Record  
Change & Review: [ITSD Service Desk](http://servicedesk.mt.gov/ess.do) (at <http://servicedesk.mt.gov/ess.do>)  
Contact:  
Review: Event Review: Any event affecting this instrument may initiate a review. Such events may include a change in statute, key staff changes, or a request for review or change.  
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## APPENDIX A

### Approved Products

(1) State of Montana Electronic Payment Processing Portal

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